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10 SEP 1959

MEMORANDUM FOR: Deputy Director (Support)

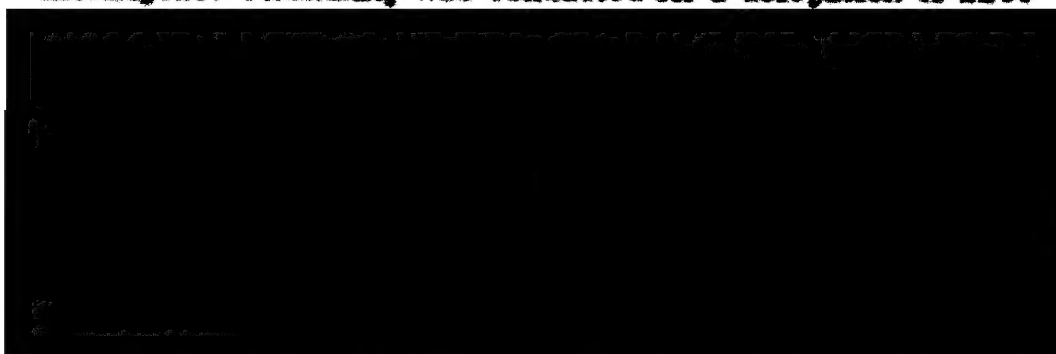
SUBJECT : OTR Activities

The Office of Training reports on the following activities during the month of August 1959:

1. Training Assistance

a. At the request of the DD/I, a briefing on CIA and the intelligence community was conducted for a delegation of three

25X1C8c



25X1C4c

c. On 28 August a CIA program was presented for the students and staff of the National War College. General Cabell spoke for ten minutes and was followed by Mr. Kirkpatrick, who spoke for an hour on the "Mission, Functions, and Organization of CIA." Both speakers participated in the question period.

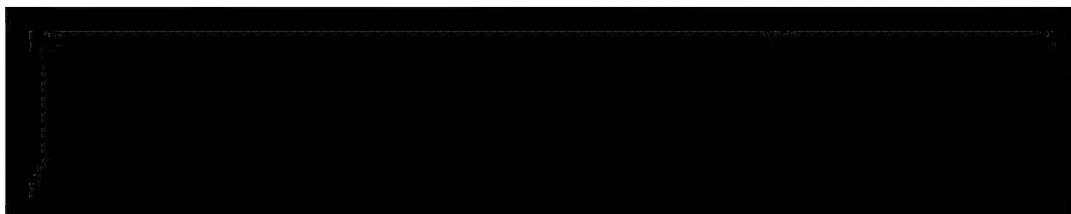
d. On 31 August the Orientation and Briefing Officer gave a briefing on CIA for Mr. Milne, Assistant Secretary of the Navy for Materiel. Mr. Amory opened the session with words of welcome and remained for the first part of the briefing. Mr. Garrison discussed materiel problems of mutual interest with Mr. Milne.

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SUBJECT: OTR Activities

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1. A request has been received by the Director of Training from Colonel Lester Gallogly, Assistant Commandant of the Strategic Intelligence School, for the Intelligence Production Facility to give a three-hour period of instruction on Intelligence Interviewing Techniques for the 50th Attache Class. The Director of Training has agreed to provide the training, and the instruction will be given on the afternoon of 21 September.

2. Internal Training Activities

25X1A14a

25X1A14a

a. The Reserve Officers Training Course [REDACTED] was completed on 31 July. The Reserve Officers themselves organized and conducted the program, but much support was furnished by various elements of Field Training.

b. A total of 229 persons attended the six African Lectures. The distribution of those attending the series was as follows:

Office of DCI	2
I. G. Staff	4
DD/P	100
DD/I	113
DD/B	7
Office of General Counsel	<u>3</u>
Total	229

25X1A9a

c. [REDACTED] was briefed on the JOT testing program on 10 August. Arrangements are being made with the Educational Testing Service to have the Federal Career Development Program tests administered at the

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25X1A6a [REDACTED] The Educational Testing Service reports
25X1A9a that it will be possible to do this by 1 October, the date by which
[REDACTED] would like to be prepared to start referring JOT appli-
cants for testing. The service can be undertaken with no increase
in the A&E budget.

25X1A9a d. [REDACTED] has been transferred from the A&E Staff
to the Plans and Policy Staff, effective 28 August 1959, to serve
as Educational Specialist. In his position as an educational
advisor and staff consultant, he will have as his objectives the
improvement of training methods, preparation of instructional
materials, and improvement of instructional or training aids.
He will also be responsible for the Instructor Training Course and
will cooperate closely with A&E on matters of mutual concern,
especially as the latter may affect evaluation of trainees.

e. The Registrar Staff disapproved four requests for Agency
employees desiring to attend professional meetings or conferences
on the basis of the two-year-old DD/S policy statement which
includes this: "After June 1957 it is expected that each Office
and Staff will make budgetary provision to cover costs for attend-
ance by Agency employees at external conferences and professional
society meetings." The Registrar Staff will continue to scrutinize
each request for external training to determine whether it is prop-
erly an OTR-sponsored activity.

25X1A8a f. The Intelligence Interviewing Techniques course will be
ready for initial presentation on 23 September. The first group of
students will be a selected group from the [REDACTED]
Office of Operations.

g. On 3 September the new request form for internal training
was made available in stock rooms. A special bulletin has been
released to explain the reduced paper work OTR requires for
registration. From time to time, some few instructors may have
a specific need for supplemental information; if this cannot be
obtained readily at the introductory class session, the Registrar
will arrange to get it for the instructor.

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h. During August language awards were authorized in the amount of \$24,625 to 172 employees. Cumulative awards to date now total \$275,750 to 2,215 employees.

3. Monthly Enrollment

During the month of August 315 persons were enrolled in OTR-conducted courses. Three of these were Agency dependents.

SIGNED

MATTHEW BAIRD
Director of Training

Distribution:

Orig. & 2 - Addressee

1 - DTR

2 - PPS

OTR/PPS/ [REDACTED] (9 Sept 59)

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